



**Committee Members Present:** Chairman John Johnson, Village of Sturtevant Administrator Mary Cole, and Lawrence (Bud) Eastman

**Committee Members Absent:** Mt. Pleasant Village Administrator Maureen Murphy and Village of Mt. Pleasant Trustee Ken Otawaska

**Village Board Members Present:** John Hewitt (Mt. Pleasant) and Dave DeGroot (Village of Mt. Pleasant)

**Staff Members to the Board:** Chief Robert Stedman

1. **Roll Call** - Meeting called to order at 4:00 p.m. by Chair John Johnson. Chair Johnson thanked Trustee Ken Otawaska and Bud Eastman for their service to the Committee for the last two years.
2. **Guests:** BC Salvo, BC Keiser and BC Radewan
3. **Public Comments:** None
4. **Approval of February 2, 2018 Minutes:**

A motion was made by Bud Eastman and seconded by Mary Cole to approve the minutes of the February 2, 2018 meeting. **Motion Passed Unanimously**

5. **Operational Report and Update:** Chief Stedman referred to the Operational Report that was dated April 5, 2018 that was distributed to the Committee Members.
  - a. Currently we have one member on FMLA for an off duty injury and he will be off for about 12 weeks. We have at least one maybe two additional members going on FMLA for serious family health issues in the near future.
  - b. The department did start using the electronic fire inspection reporting system with iPads as the initial training was completed.
  - c. We had three members visit Foster Coach recently and the ambulance remount project is progressing very well and it looks like it will be mid to late May before it is completed.
  - d. We had three members go to the E-One factory for the final inspection of the new Quint. It is in Rochester, MN at the dealer having some additional items installed. The Quint will be displayed at the Fire Department Instructors Conference from April 23-28 and then we will receive it back. Initial training for all three shifts will be in early to mid-May.
  - e. The SSFD change as to how we respond to the Village of Caledonia went into effect on January 1, 2018 and it continues to work very well. There have been no problems.



- f. The rezoning for the EMS Station was approved by the Mt. Pleasant Village Board in late February. The architects continue to work on the final design and we go before the Mt. Pleasant Village Plan Commission on April 18<sup>th</sup> for approval. It is expected the construction bids will open about May 1<sup>st</sup> for two-three weeks with a bid award being completed in June.
- g. The next 40 - hour course for the Technical Rescue Team will be the week of April 16-20. Then on April 21<sup>st</sup> our team will do a joint training with the Kenosha County TRT at Station #10.
- h. We were successful in selling the old white 1992 Emergency One Quint to the City of Iron Mountain, MI. The vehicle was sold for a price of \$5,000, which is the price the dealer offered us. The City of Iron Mountain sent four members down to pick up the vehicle and the feedback we have received from them is they love the vehicle and are very appreciative.
- i. The issue of replacing fire apparatus has been placed on hold, but we plan on requesting a meeting with both Village Boards now that the election is over. Perhaps a meeting can be held in June prior to the budget process starting. We continue to have significant repairs on multiple fire apparatus.
- j. We are scheduled to complete Time Training with the WIDOT the week of May 1<sup>st</sup> regarding responses on the Interstate. Once we have completed the training we will start responding to calls on I-94 that are in the Village of Mt. Pleasant. Basically just south of Hwy 11 to County KR. We have plans to work with the Union Grove - Yorkville FD and the Somers FD for I-94 responses. We attend about four meetings per week regarding all of the road construction projects. The alternate route for I-94 is Hwy 31 and we are working with the Village of Mt. Pleasant Project Manager for Foxconn, Claude Lois to have the State install and fund Emergency Vehicle Traffic Preemption systems on Hwy 31 and Spring Street.
- k. Last meeting we talked about the need to replace the heart monitors. We are still meeting with the vendor and are having conversation with other fire departments to see if they are interested in a joint purchase. We are looking at obtaining all the information on a five (5) year lease purchase program as that is how the current heart monitors were purchased. Perhaps we will have information for the committee in May. As a reminder the current ten (10) units we have are older and have major recall issues.
- l. We plan on going to the Police & Fire Commission sometime in May to get approval for the hiring process to include recruiting new recruit candidates as well as lateral transfer candidates at the same time making two eligibility lists. We will also bring to the P&F Commission the job description for the new position in the plan to handle the Foxconn project. The position would be a Division Chief of Special Operations. We will bring it to this committee at the next meeting also prior to going to the P&F Commission as it does affect operations.



- m. The SSFD does have four (4) GTC paramedic students that are precepting with our department for the spring semester and it is going well. The two High School interns are doing very well also.
- n. The SSFD Union has a new President as Larry DeRosier stepped down a few weeks ago. The Union Vice President is now the President until an election that will be held in late fall.
- o. The SSFD did implement a cloud based scheduling program for tracking daily crews including station and vehicle assignments, rank or out of grade status, any personnel that are off, etc. It seems to work very well, but it was only implemented within the last two weeks.
- p. The SSFD is currently working on an asset inventory system using software on our Fire/EMS Software. We are in the process of purchasing labels that will be durable enough for the types of environments our equipment is used in.
- q. The SSFD did meet recently with our ambulance billing service and they are recommending that we should consider raising our current ambulance transport service fees. We will bring more information to the committee next meeting.
- r. The Village decided to hire another Labor Attorney, but I voiced our concerns at the Finance Legal & License Committee of the need to continue using Jim Korom as he has helped us through many personnel issues the last five years resulting in a significant reduction in personnel issues and overtime costs. Jim Korom also has the bargaining history for the labor contract negotiations. The Committee and the Village Board did approve hiring the new Labor Attorney for Village Hall issues, but stated the Police & Fire Department should continue using Jim Korom. I did state the Fire EMS Oversight Committee does have some say in any changes regarding a Labor Attorney as it relates to operations and to the budget. No action is required we just wanted to make the Fire EMS Committee aware of the situation.
- s. We are experiencing a similar situation with the processing of Family Medical Leave Act (FMLA) paperwork. We have always handled the FMLA paperwork in the SSFD and then sent it to Village Hall. We need to know when our personnel are off as it affects scheduling, overtime, and operations. We have an excellent knowledge of the FMLA requirements and by the SSFD processing the initial paperwork it is another factor as to why the overtime budgets have been reduced substantially over the last five years.

We continue to process the FMLA paperwork and send to the Village Benefits Manager that the Village hired recently. Again we follow all policies, but the processing of the FMLA paperwork needs to be completed within the SSFD initially as it relates to our operations.

Again, no action is required we just wanted to make the Fire EMS Committee aware of the situation. If it becomes an issue we will bring it back to the Fire EMS Committee because it does affect SSFD operations.



6. The following table reflects the number and percentage of calls per station for the year to date ending March 31, 2018.

2018 Annual Calls By Station Through March 31, 2018		
#7	83	8.6%
#8	230	24.0%
#9	369	38.4%
#10	224	23.3%
Mutual Aid	27	2.8%
Other	27	2.8%
Total	960	100%

7. **Ambulance Fees – Review Fees** – Chief Stedman informed the committee that the SSFD had met recently with representatives of the ambulance billing service and it was their recommendation that we consider raising our ambulance transport fees as they are much lower than other departments. Chief Stedman stated that additional information about ambulance fees would be brought to the Committee next month.
8. **EMS Station - Update** – Chief Stedman addressed this item during the Operational Report.
9. **Next Meeting** – The next meeting was tentatively scheduled for Thursday May 3, 2018 at 4:00 PM at the Village of Sturtevant Safety Building.
10. **Adjournment:** A motion was made by Mary Cole and seconded by Bud Eastman to adjourn.

**Motion passed Unanimously** Meeting adjourned at 4:59 p.m.

Respectfully submitted

Robert W. Stedman  
Fire Chief